

Message Text

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PAGE 01 MANILA 09617 220423Z

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ACTION TRSE-00

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USADB

TREASURY FOR FINKEL

E O 16952: ADS, DECLAS 9/30/73

TAGS: EAID, EFIN

SUBJ: STAFF TRAVEL PROVISIONS

SUMMARY: BOARD OF DIRECTORS APPROVAL IS SOUGHT FOR CERTAIN CHANGES IN ADB POLICY RE PER DIEM AND OTHER ALLOWANCES FOR STAFF BUSINESS TRAVEL.

1. ADB DOC R70-73 DTD 17 AUG ENTITLED REVIEW OF STAFF TRAVEL PROVISIONS POUCHED 21 AUG.

2. STAFF TRAVEL PROVISIONS, WHICH FOLLOW SYSTEM OF FIXED PER DIEM COUPLED WITH ELEMENT OF FLEXIBILITY, BASED ON IMF PRACTICE, LAST REVIEWED IN SEPT 1971. DOCUMENT (1) DESCRIBES CURRENT BUSINESS TRAVEL ALLOWANCES; (2) STATES THAT MARKED ESCALATION OF HOTEL AND LIVING COSTS IN VIRTUALLY ALL BANK MEMBER COUNTRIES HAS MADE CURRENT BASIC PER DIEM ALLOWANCE INADEQUATE IN BULK OF BANK TRAVEL; AND (3) NOTES THAT IMF SYSTEM AND RATES OF ALLOWANCES ARE CURRENTLY UNDER REVIEW.

3. PRESENT PRACTICE PROVIDES FOR BASIC PER DIEM OF \$30 FOR PRINCIPAL

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PAGE 02 MANILA 09617 220423Z

OFFICERS DESIGNATED BY PRESIDENT AND HEADS OF MISSIONS AND \$25 FOR

OTHER STAFF. HOWEVER, WHEN ACTUAL HOTEL COST EXCEEDS \$12 FOR FORMER AND \$10 FOR LATTER, STAFF MAY BE REIMBURSED ACTUAL REASONABLE HOTEL COST PLUS SUBSISTENCE ALLOWANCE OF \$18 AND \$15, RESPECTIVELY. IN CERTAIN SPECIFIED "HIGH-COST" CITIES AND EXTRA ALLOWANCE OF \$3 IS PAID. (CURRENT "HIGH-COST" LIST INCLUDES AMSTERDAM, BASEL, BRUSSELS, CANBERRA, COPENHAGEN, DJAKARTA, FRANKFURT, HONOLULU, LONDON, NEW YORK, PARIS, ROME, SAN FRANCISCO, SYDNEY, TOKYO, WASHINGTON, D.C., WELLINGTON, AND ZURICH.) ALSO, ALLOWANCE FOR IN-AND-OUT EXPENSES OF \$8 (\$4 EACH WAY) (GENERAL) AND \$12 (\$6 EACH WAY) FOR SPECIFIED CITIES IS PROVIDED, WITH 12-HOUR MINIMUM STOPOVER FOR ENTITLEMENT TO PAYMENT OF ALLOWANCE. (SPECIFIED CITIES INCLUDE LONDON, NEW YORK, PARIS, ROME, SYDNEY, TOKYO, WASHINGTON, D.C. (INTERNATIONAL), AND ZURICH.)

4. DOCUMENT INDICATES THERE IS NO CLEAR EVIDENCE THAT PRESENT SUBSISTENCE ALLOWANCE IS INADEQUATE IN BANK'S REGIONAL MEMBER COUNTRIES, EXCEPT THOSE ALREADY CLASSIFIED AS "HIGH-COST". HOWEVER, ALLOWANCE FOR "HIGH-COST" CITIES CONSIDERED INSUFFICIENT, ESPECIALLY IN THOSE COUNTRIES ADVERSELY AFFECTED BY CURRENCY CHANGES. ALSO, PERIOD OF TRANSIT TIME IN AIRPORTS BETWEEN FLIGHTS FOR ENTITLEMENT TO IN-AND-OUT ALLOWANCE IS SAID TO HAVE CREATED HARDSHIP TO STAFF.

5. IN VIEW OF ABOVE, BANK PROPOSES TO (A) INCREASE EXTRA ALLOWANCE FOR "HIGH-COST" CITIES FROM \$3 TO \$6; (B) REIMBURSE ACTUAL ACCOMMODATION AND SUBSISTENCE COSTS REASONABLY INCURRED BY STAFF DURING ENTIRE BUSINESS TRIP WHEN TOTAL COST (SUPPORTED BY RECEIPTS) IS IN EXCESS OF COST OF ACCOMMODATION AND SUBSISTENCE ALLOWANCES ORDINARILY ALLOWABLE AND INVOLVES ONLY TRAVEL IN "HIGH-COST" CITIES; AND (C) REDUCT TIME OF STAY DURING TRANSIT STOP-OVERS FROM 12 TO 6 HOURS FOR ENTITLEMENT TO IN-AND-OUT ALLOWANCE.

6. IN ADDITION, DOCUMENT CONSIDERS THAT PRESENT \$15,000 MAXIMUM INSURANCE COVERAGE CEILING ON SHIPMENT OF HOUSEHOLD GOODS INCLUDING COVERAGE OF ONE AUTOMOBILE, AT COST OF BANK, WHICH IS PROVIDED STAFF MEMBER AT TIME OF APPOINTMENT AND TERMINATION IS UNDULY RESTRICTIVE AS COMPARED WITH CORRESPONDING PROVISIONS IN OTHER IFIS, AND RISE IN PRICES HAS MADE CEILING INADEQUATE. BANK PROPOSES THAT INSURANCE COVERAGE BE INCREASED TO \$15,000 IN ADDITION TO ONE AUTOLIMITED OFFICIAL USE

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PAGE 03 MANILA 09617 220423Z

MOBILE. BANK ALSO PROVIDES INSURANCE COVER VALUED UP TO \$1,000 FOR PERSONAL EFFECTS ACCOMPANYING TRAVELLER AS BAGGAGE AND UP TO \$1,000 FOR UNACCOMPANIED BAGGAGE FOR TRAVEL ON OFFICIAL BUSINESS, APPOINTMENT AND TERMINATION TRAVEL AND (RE ACCOMPANYING BAGGAGE ONLY) HOME LEAVE. THESE LIMITS ARE PROVIDING INADEQUATE AND IT IS PROPOSED TO REVISE THEM UPWARDS TO \$2,000 EACH.

7. PROPOSED CHANGES WOULD RESULT IN ADDITIONAL EXPENDITURES OF UP

TO \$15,000 ANNUALLY AND ARE EXPECTED TO BE CONSIDERED BY BOARD OF
DIRECTORS EARLY SEPT. USADB CONSIDERS PROPOSALS REASONABLE.
APPRECIATE COMMENTS.
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